



Lancaster &
Morecambe
College

Celebrating 200 Years of Learning

WELCOME TO LMC



Your Welcome Guide
2025/26

NICE TO MEET YOU

Congratulations on securing your place at Lancaster & Morecambe College.

We hope that you had a long, relaxing summer in the sunshine and that you are excited to start your new course!

In this guide, you'll find useful information to help prepare you for your time here at LMC and ensure you know all the important bits of information you'll need throughout your time at College.

If there is anything you'd like to know before your course starts that isn't included in this guide, please get in touch with our friendly support team in The Hex on 0800 306 306 or 01525 521385 or email us at hello@lmc.ac.uk.



Principal's Welcome

I am delighted to welcome you to Lancaster & Morecambe College and hope that you enjoy your time here.

Thank you for choosing LMC as your place of study, an ambitious College where our core values, Collaborative, Inclusive and Aspirational, underpin our aims for every student.

This guide provides you with all of the information you will need during the academic year and is designed to provide you with an insight into what our extraordinary College has to offer.

Please make the most of your time with us by engaging in the many opportunities that are available to you. It is important that you have all the information you need to make the best choices for your future and we are here to help you do that.

We are focused on preparing our learners for real careers, independence, and positive progression when they graduate from College.

A wide range of support is on offer to ensure our students are self-directed and highly motivated, and you will find details of all of this - and much more - in this Welcome Mag.

We are proud of our well-established links with over 700 employers within the local community, and we are committed to providing excellent opportunities for learners to gain valuable industrial experience as part of their course.

Our core values - Collaborative, Inclusive and Aspirational - form the foundation of daily life at LMC; from ensuring that everyone feels safe and respected, to helping our learners progress onto the next level of course, Apprenticeships, T Levels, Higher Education and employment.

Please read through this Welcome Mag and discover the amazing opportunities that are available to all learners at LMC.

I hope that you make the most of your studies and enjoy your time at LMC and I am looking forward to welcoming you to our vibrant and friendly campus in September.



Daniel Braithwaite

Your First Few Weeks

1st- 5th September

Induction Week

8th September

Autumn Term Begins

17th September

Welcome Fair



Autumn Term

Monday 1 September - Friday 5 September

Induction Week

Monday 8 September

Autumn Term Commences

Wednesday 17 September

Welcome Fair

Friday 3 October

Learner Review Day*

Wednesday 22 October

HE Fair

Monday 27 October - Friday 31 October

Half Term

Thursday 4 December

Learner Review Day*

Friday 19 December

Autumn Term Ends

*Students are not required to attend College this day





Spring and Summer Term

Tuesday 6 January

Spring Term Commences

Monday 16 February – Friday 20 February

Half term

Wednesday 18 March

Learner Review Day*

Friday 27 March

Spring term ends

Monday 13 April

Summer term commences

Monday 4 May

Bank Holiday - College closed

Tuesday 5 May

Learner Review Day*

Monday 25 May - Friday 29 May

Half Term

Friday 26 June

Summer Term Ends

*Students are not required to attend College this day

Student Discount

Use your College email address to access discounts from major providers such as UNIDAYS, Student Beans, Totum, and online retailers' student sections.

Bus Pass

Students who don't qualify for a free bus pass can purchase a discounted StageCoach termly bus pass from The Hex. Please visit lmc.ac.uk/bus

Free Breakfast

All students who arrive at The Lounge between 8:30 - 8:55 am can choose between toast, fruit, porridge and tea or coffee all for free

Pastoral Support

Our Pastoral Team are here to help you with your personal well-being throughout your time at College. Visit The Hex, speak to your tutor, contact your mentor through Teams or text your mentor to book an appointment

Careers Advice

You have the option to book appointments with our Careers Advisors who can support you with UCAS applications, job interviews and progression information for when you complete your course - simply visit The Hex or email advice@lmc.ac.uk

Student Voice

Student Voice allows you to get involved! Whether that's becoming a Class Rep and attending student conferences, becoming a Student Ambassador and helping out at open events or joining in with Youth Social Action volunteering projects. It's a great way to build your network across College

Learning Support

Our Learning Support Team offers a wide range of study support, this could include, 1:1 support and any exam arrangements you may need. If you start to fall behind or struggle with any aspects of your college work, please come and see us for a chat in the Hex or you can email us at: learningsupport@lmc.ac.uk

Your Campus



The Hex

The Hex is at the heart of the College Campus; it is a quiet space for independent study and is home to our helpful Student Engagement and Pastoral teams.

Our friendly team are there to support you with your well-being, student money queries, travel, careers advice, resources and more.

For more information, contact The Hex on 0800 306 306 or 01524 521385 or info@lmc.ac.uk

The Courtyard

The Courtyard is a peaceful, vape-free outdoor area covered by a canopy for you to relax and unwind all year round. This area also holds our 200th Birthday artwork from local artist Chas Jacobs, go and check it out!



Outdoor Space

We have plenty of outdoor spaces around campus where you can take a break, enjoy your lunch in the fresh air, read a book or simply catch up with friends.

Food Options



The Lounge

Located on the ground floor of C Block, The Lounge is the perfect stop for you during breaks to get a bite to eat and chat with your friends. There's a variety of tasty and affordable food and drinks on offer throughout the day. The menu also includes a 'special' each day so keep an eye out on the board! Lunch is served between **11.30AM and 1.45PM.**

Free Breakfast

If you arrive at The Lounge between **8.30 and 8.55AM** you can choose between fruit, porridge, toast, tea or coffee for FREE.

The Shop

In a hurry? Then The Shop is your best option! Pick up a drink, a snack, a meal deal or even some baked goods.



The Café

Located opposite the Sports Hall in S Block, The Café is the perfect place to go to avoid The Lounge queues, they serve subs, paninis and salad along with a variety of snacks and drinks.

Term-Time Opening Hours

Reception

Mon: 8AM - 5PM
Tue: 8AM - 5PM
Wed: 8AM - 5PM
Thu: 8AM - 5PM
Fri: 8AM - 4.30PM

The Hex

Mon: 8.30AM - 5PM
Tue: 8.30AM - 6PM
Wed: 8.30AM - 6PM
Thu: 8.30AM - 5PM
Fri: 8.30AM - 4PM

The Lounge

Mon: 8.30AM - 4PM
Tue: 8.30AM - 3PM
Wed: 8.30AM - 3PM
Thu: 8.30AM - 4PM
Fri: 8.30AM - 4PM

The Shop

Mon: 10AM - 2PM
Tue: 10AM - 2PM
Wed: 10AM - 2PM
Thu: 10AM - 2PM
Fri: 10AM - 2PM

The Cafe

Mon: 9.30AM - 2PM
Tue: 9.30AM - 7.30PM
Wed: 9.30AM - 7.30PM
Thu: 9.30AM - 2PM
Fri: 9.30AM - 2PM

Keep Up To Date

Follow us on socials @Lmcollege





Social Clubs



At LMC, we run a range of clubs and activities throughout the year!

Once you've joined us, check the Student Hub for the latest updates of what clubs we have and when they will take place.

The Hex is open daily, where you can use the Wii, play board games or take part in crafts.

If you have an idea for a new club, speak to a member of staff in The Hex.

STUDENT AMBASSADORS

Do you want to help promote LMC whilst gaining valuable skills and work experience? Then consider being a Student Ambassador!

Student Ambassadors will be able to participate in the range of marketing-related activities we get up to throughout the year. The role is intended to provide a current student's perspective to prospective learners and assist us with our marketing and college events. For some events, you also get paid to help out!

You can help us with:

- Open Days
- Campus Tours
- Social Media Content
- Event Planning and Management
- School Visits
- & More!



Class Rep Information sheet 2025-26

Socialise • Debate • Celebrate



What is a Class Rep?

- 'Rep' is short for representative - this means your job is to **represent the views of others** in your class.
- Your job is to collect the views of the people you represent, discuss them with other class reps and see how we can **make change happen!**
- Being a Class Rep is about **you** helping **others** in College to get what **they** want.



What skills do I need?

Communication

Organisation

Public Speaking

Teamwork

Motivation

Problem Solving

What will I do?

- **Organise & lead Class Rep Discussions** with your tutor group to create Discussion Minutes.
- **Attend events** including Student Conferences, Toastie Talks, Donut Debates, end-of-year Celebrations, and more!



What will I gain?

- **A bronze, silver or gold certificate** (reflecting your commitment to the role)
 - **Class Rep of the year award** (one winner will be selected)
 - **Community Commitment award** (achieved when attending all mandatory and non-compulsory events in the calendar)
 - **Level 1 online 'Talk the Talk' course** to boost confidence in public speaking (optional)
- Not only this... Acting as a Class Rep looks fantastic on a university, job, or course application!

Advice from last year's Class Reps...

Have a go, this will help you improve your confidence.

It's a good opportunity for you to learn skills and interact with people!

Do it; it's different, but it's exhilarating.



How to get involved...

Recruitment takes place between 1st Sept and 2nd October 2025. Speak to your tutor, or come and chat to Briony Roberts or Catherine in the Hex for more information!

Site Map

- A Block** Construction, Animal Studies
- B Block** Hairdressing & Beauty Therapy, Science labs
- C Block** The Lounge, Child Education, Aspire, Business, T Levels, Travel & Tourism
- D Block** Clinical Skills Ward, VR Suite, Access, The Bay School of Hospitality, IT, AAT
- The MET** Maths & English
- F Block** Construction, Engineering
- K Block** Art & Design, Creative Digital Media, Esports
- S Block** Main Reception, Gym, Sports Hall, Sports, Public Services
- The Hex** Student Services, Student Money, Advice & Guidance, Pastoral

LMC Campus Map

THE LECTURE THEATRE

HAIRDRESSING & BEAUTY THERAPY
Hairdressing & Beauty Therapy, The Salon, Reception Office and Learning Support

ANIMAL STUDIES & SCIENCE

BRICKLAYING

ENGINEERING
Engineering, Electrical Installation, Plumbing, Fabrication & Welding, Early Years Teaching Suite and Animal Studies

CONSTRUCTION
Construction, Planning, and Planning

THE MET

Maths & English



Lancaster & Morecambe College
Morecambe Road
Lancaster, LA1 2ZY



EMPLOYER HUB

Employer Hub, Employer Engagement, Bay School of Hospitality, The Bay Restaurant, Sustainable Energy Hub, Health, Learning Hub, Access, Travel & Tourism and Events, Safety & Wellbeing

COLLEGE CENTRAL

Business and IT, Health & Social Care, Child Education, Personnel, The Lounge, Finance Department and Foundation Learning

THE HEXAGON

Student & Learning Services, School & Community Engagement, Pastoral Services and Apprenticeship Progress Coach

ART & DESIGN

Art, Design, Esports, Creative Digital Media & Social

SPORTS CENTRE

Sport, Football Hub and Public Services

KEY

- College Reception
- Employer Hub Reception
- Parking
- Disabled parking
- Cycle Storage
- Smoking point
- Fire Assembly Point 20

FREE Water Bottles

Stay hydrated on campus and collect your FREE LMC water bottle from The Hex! We have water fountains all round campus so you can fill up on the move. We also have a cordial station located in The Lounge!

Water fountain locations

A Block - The entrance by Animal Workshop

C Block - The Lounge

F Block - Downstairs in the foyer

K Block - Downstairs in entrance

The Hex - The back near the toilets

S Block - Ground floor near ladies changing rooms



Stay Safe Show You Belong

Wear Your Lanyard

When you enrol with us in September, you will receive a student ID card and a lanyard, which you must wear on campus at all times. Lanyards are our way of knowing who is who, which is why it's important that you wear yours to help keep our College community safe for everyone!

If you forget your lanyard, please visit The Hex desk for a temporary lanyard which you must return at the end of the day.

Below you can see which each coloured lanyard represents:



Students



Staff



Staff



Visitors



14-16
Students

Thank you for wearing your lanyard

When on campus, all students, visitors and staff are required to wear a lanyard



Lancaster &
Morecambe
College

Secure Campus

The College uses secure door access controls and you will need to swipe in and out of buildings, using your ID card.

Please avoid using your card to let others in - the reason we require you to scan in is to ensure only those who are meant to be on campus are here.



Student ID



You'll use your ID card to log on to computers, print, borrow resources such as textbooks and laptops from The Hex, and for exams. You will also need your lanyard and ID for The Lounge to serve you. You will be asked for your ID card if you use our free bus service. Your initial ID card is given to you for free, but if you need a replacement there may be a charge. Visit The Hex for a replacement.



Email



When you start with us you will receive a student number which will be on your student ID card and is used to access your email. We'll send important information to you this way - so please keep an eye on it regularly! If you forget your login, please visit The Hex for help.

FREE parking for staff and students!



Over 200 spaces



Access via Torrisholme Road - LA1 2TZ



CCTV in operation

We have a spacious car park at the back of our campus, which is free for students to use whilst they are attending their course.

Access is via our **Torrisholme Road** entrance/exit only (post code **LA1 2TZ**)

Our car parks are covered by CCTV and are regularly patrolled by our Estates team, but the College does not accept liability or responsibility for any injury, loss or damage to property.

Please note: parking at the Morecambe Road car park is for Visitors only. Students & staff are not permitted to use this.

Pastoral Support

We want all of our learners to enjoy their time at College and our Pastoral Mentors are here to help support you. You can chat with them about any concerns you may have and they are available to speak with you between 8:30 am - 4:00 pm each day. Visit The Hex, speak to your tutor, contact your mentor through Teams or text your mentor to book an appointment.



James Southgate

Digital Technology,
Foundation Education,
Hospitality & Catering

07581 082412



Dave Bowman

Energy, Engineering &
Construction

07471 630342



Laura Lydon

Business, Child Education,
Health & Social Care, Animal
Studies & Science

07813 358089



Clarissa Withers

Public Services, Sports, Travel
& Tourism, Art & Design,
Creative Digital Media

Awaiting Phone



Paula Heaton

Beauty Therapy, Hairdressing

07570 953760



1-to-1 Careers Support

Pop into The Hex to speak to our friendly advisors who will be able to help you prepare for your future career. Whether you know what you want to do or not, they will support you to develop a plan so you can progress into your dream job!

You can book an appointment by emailing advice@lmc.ac.uk



CAREERS ADVICE

Employer & HE Visits

Over the year you will have the opportunity to meet a range of employers and representatives from Higher Education at a range of on-campus events and workshops. We host a HE Fair in October and an Employer & Apprenticeship Event in February.

Curriculum

Careers advice and employer needs are embedded in your course, so during your time here you will learn the skills, knowledge, and behaviours required to work in your chosen industry.

Workshops

You will have access to a range of workshops throughout your time at college, preparing you for your career once you finish your course.

Workshops include:

- Interview Skills
- CV & Cover Letter
- Career Conquest
- Essential Life Skills



Briony Roberts

LMC Careers Coordinator

advice@lmc.ac.uk

Trips & Visits

Whichever course you choose, you'll have the opportunity to take part in work experience and employer visits within the UK and potentially abroad!

We've been lucky to secure funding to continue our European trips through the Turing Scheme, allowing us to send students to countries such as Spain and Italy. Students have also visited New York, Mexico, South Africa and Canada.

Not all of our trips are funded, but if you are eligible for financial support, you may not have to pay to take part - please see the Student Money section next for more information.

NEW TRIPS COMING THIS YEAR!



Alicante



South Africa



France



New York



Mexico

STUDENT MONEY



We offer a range of financial support through the Leamer Support Fund (LSF). For all cases, please go to the [LMC Pay My Student](#) portal and submit an online application form.

If you have any queries, please visit The Hex and speak to our Student Money Team, or contact us on [01524 521469](tel:01524521469) or email studentmoney@lmc.ac.uk

For Apprentices, please speak to Student Money for information on available financial support.

Course Expenses

You will qualify for help with approved course expenses such as kit, uniform and essential trips if your household income is below £35,000 (after tax) and/or receive means-tested benefits **AND** your course is 30 hours or more in total.

You will receive a **full refund** on approved items purchased for your course and must submit receipts, signed by your tutor, with your form. Refunds will be paid into your bank account.

Course Fees

If you are aged 16 - 18 before 31 August 2025, your course is free.

For information on course fees for students aged 19 and over, please visit lmc.ac.uk/financialsupport

Lunch Credits

You will qualify for a free lunch each day you are timetabled to attend College if your household income is below £35,000 (after tax) or receive certain means-tested benefits **AND** you are on a full-time course.

If you are attending Lancaster Training Services (LTS) on a full-time course, your lunch credit will be paid in arrears direct to your bank account.

Vulnerable Bursary

If you are aged 16 - 18 before 31 August 2025 **AND** your status is one of the following categories, you will be assessed for the vulnerable bursary. This is funding up to a maximum of £1,200, available to help pay for college-related costs such as travel, meals, kit, uniform, and essential trips.

Student Status Categories

- In Care (classified as a Child Looked After by the local authority)
- Care Leaver (classified as a care leaver by the local authority)
- In receipt of Universal Credit under their name, financially supporting themselves, living independently, or within a family unit and any dependent(s)
- In receipt of DLA/PIP and UC/ESA under the learners name

Childcare

If you are a parent aged under 20 on 31 August 2025, please apply for support through the Care to Learn Scheme gov.uk/care-to-learn

If you are a parent aged 20 or over on 31 August 2025 **AND** your household income is below £35,000 (after tax) or receive certain means-tested benefits **AND** your course is 30 hours or more in total, we can support you. Please go to the [LMC Pay My Student](#) portal and submit an online application form.

For any Higher Education courses (HNC, HND, Degree), please apply for support via Student Finance England gov.uk/studentfinance

FUNDED BUS PASS

LSF-funded Stagecoach Bus Pass

You are eligible for a Learner Support Fund (LSF) funded Stagecoach termly bus pass if you live more than 1.5 miles from College (measured using Google Maps walk), are studying a full-time course, and your household income is less than £35,000 (before tax) including income from means-tested benefits. This bus pass can only be used during term time.

LSF-Funded Stagecoach bus passes are only available to eligible students who are not on the College bus route. However, we can offer discounted termly Stagecoach bus passes to buy from The Hex for all students who are not eligible for funding. Please see below for the Stagecoach bus pass prices:

Term	MegaRider	GoldRider
Autumn	£255	£425
Spring	£200	£320
Summer	£160	£280

Cumbria and Yorkshire Students

Our buses are free to students from Cumbria and Yorkshire who are studying on a full-time course. However, you will need to get to the nearest allocated free bus stop.

Students Living South of Lancaster

You are eligible for a free Stagecoach termly bus pass if you live in Galgate or further south and are studying on a full-time course.

Apprentices

Apprentices may be able to get support for travel costs to College and the workplace – please contact the Student Money team on 01524 521469 to find out more.

Supported Internships

If you are on an Internship, we can support your travel costs if you live more than 1.5 miles from College or your placement (measured using Google Maps walk) and your household income is less than £35,000 including income from means-tested benefits.

To apply for the funded bus pass, please visit [Pay My Student](#) and submit your application.

Pay My Student
Student Financial Support Simplified

FREE BUS SERVICE

We provide a free bus service to students who live outside Lancaster and Morecambe and are studying on a full-time course or an apprenticeship. Buses will operate from Monday, 1st September. For a detailed list of our free bus routes, please visit: lmc.ac.uk/bus

Before you enrol with us, you can use your induction letter from College as ID to get on the bus. After you enrol, you'll be issued with a College ID card and lanyard which you will use on the bus. You can only use your specific free bus route (you can't use every route). Your allocated bus stop will be printed on your ID Card.

Students who live in Lancaster and Morecambe are expected to make their own way to College, though if you live more than 1.5 miles from campus you may be eligible for a funded bus pass. We have a number of places to store your bikes for those wishing to cycle to campus, as well as free on-site parking for students who drive to College.

Please see the map below for our free bus routes:



Code of Conduct

Learner Agreement

LMC is a place of excellence for training in the technical, professional and creative industries; we are justly proud of our aspiring, adaptable, work ready graduates.

LMC Values



Collaborative



Inclusive



Aspirational

To ensure all our learners reach their potential, LMC expects learners to agree and adhere to a simple code of conduct linked to our values, to prepare you for your next steps.

As a learner at LMC you agree to:

- Behave in a polite and considerate manner at all times
- Treat everyone with respect
- Wear your LMC lanyard
- Attend all of your planned sessions
- Be punctual – be in the right place at the right time
- Report absence via hotline or online before planned session
- Complete all your work to the best of your ability by agreed deadlines
- Take responsibility for your own learning
- Behave safely at all times and do not put others at risk
- Keep your college clean – don't litter
- Not eat or drink in classrooms or workshops – apart from bottled water
- Not use mobile phones in class unless directed
- Wear suitable clothing or correct uniform/kit if required
- Bring all required equipment
- Not bring alcohol, drugs, drug paraphernalia or dangerous items to college
- Not use or consume alcohol or non-prescription drugs prior to or during timetabled sessions
- Only vape in outdoor areas at a distance away from college buildings which is considerate to non-vapers. This means clear distance around entrances/exits into buildings to allow people to pass without walking through vape emissions. At a distance away from the college building where there are open windows
- Not carry vocational tools that could cause harm such as tools, knives, razors or scissors onto or around college unless explicitly authorised for supervised training

Staff reserve the right to take appropriate action if the code of conduct is ignored or breached in accordance with the College's disciplinary procedure.

lmc.ac.uk

USEFUL CONTACTS



General Numbers

Absence Hotline (Until 9:30am)	01524 521533
Main Reception	01524 66215
The Hex Welcome Desk & Resources	01524 521269
Additional Learning Support	01524 521245
Safeguarding	01524 521382
Student Money	01524 521332
Computer Helpdesk	01524 521265
Pastoral Support	01524 521220
Careers Advice & Guidance	01524 521385



Administrators

Sport, Public Service, Travel & Tourism	01524 521250
Art & Design, Creative Digital Media	01524 521427
Hair & Beauty, Access	01524 521427
Construction & Engineering	01524 521232
Animal, Hospitality, Aspire, ESOL, Skills for Life	01524 521379
Health & Social Care, Childcare, Business	01524 521351
Foundation Education	01524 521379



Email

General Enquiries	hello@lmc.ac.uk
Student Money	studentmoney@lmc.ac.uk
Safeguarding & Pastoral Support	safe@lmc.ac.uk
Careers Advice	advice@lmc.ac.uk
Additional Learning Support	learningsupport@lmc.ac.uk
Tell us what you think	studentvoice@lmc.ac.uk
Marketing	marketing@lmc.ac.uk

College emails for staff are easy - simply put their initial, a dot, and their surname@lmc.ac.uk

e.g. John Smith would be j.smith@lmc.ac.uk

Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve



YOUR FUTURE STARTS NOW!



Lancaster &
Morecambe
College

Celebrating 300 Years of Learning

Lancaster & Morecambe College, Lancaster, LA1 2TY

01524 66215

www.lmc.ac.uk